POSITION DESCRIPTION

Position Title: Manager of Individual Giving & Corporate Engagement

Status: Full-Time, Exempt

Reports To: Vice President/Chief Advancement Officer

The Manager of Individual Giving & Corporate Engagement oversees all non-Board individual giving up to $9,999 and manages the Conductor's Club program and affiliated benefits ($2,500-$9,999). A leading team user of Tessitura software, this role is focused on balancing analytics and technology with personalized attention to current individual donors and prospects. This position also handles the proposal/solicitation of corporate gifts below $10,000 and provides administrative support for the Corporate Partnership Program including concert ticket fulfillment, recognition detail, and invoicing for all corporate gifts.

A successful candidate for this role will be analytical, well-organized, and focused with an ability to communicate and build relationships with many constituents. Excellent writing skills are required. S/he must be able to be respectful, responsive and friendly with patrons, and mindful of potential indicators of wealth, propensity and affinity.

The successful candidate will also have demonstrated fundraising experience, the ability to quickly establish relationships in Northeast Florida, good communication skills, as well as an outgoing and professional manner that well represents the Symphony in the community.

Responsibilities will include, but are not limited to:

- Manage the "Friends" program and all individual donor benefits that apply to gifts below $10,000
- Create and process monthly 3-step renewal notices (except for the Board of Directors)
- Secure new donors and upgrade existing donors
- Build private event invitation lists, provide attendee reports in advance of events, and facilitate appropriate follow-up afterward
- Provide and oversee the development of analytical reports that provide insight to the depth of development portfolios and giving program strategies
- Use wealth screening, data mining and research tools to identify prospective donors, providing giving officers with new leads as needed
- Work with the Advancement Events Manager to hold special events for current and prospective donors
- Create proposals for and present sponsorship opportunities to corporate sponsors below $10,000
- Manage all corporate sponsorship benefits, coordinating with the box office to provide tickets, and serving as a liaison for corporate sponsors. Process recognition as outlined in each gift agreement.

Other duties:

- In collaboration with the Tessitura Software User Group, ensure Tessitura is put to best use with maintenance procedures and enhancement projects, directing Patron Systems Specialist on project priorities
- Serve on the Board Development committee
- Other duties as requested or assigned

Qualifications:

- 3-5 years of successful experience in fundraising, prospect research or a related field
- Excellent writing skills
- Experience creating persuasive fundraising letters directed at individual donors
- Bachelor's Degree in a related field
- Donor database software experience required; Tessitura is preferable
- Must have a positive attitude, be able to work as part of a high-functioning team, possess an interest in advancing performing arts in the community
- Diplomacy in handling sensitive and confidential information
- Strong computer skills with proven proficiency in MS Office including Word and Excel
- Professional demeanor and excellent communication skills, both written and oral
- Availability on nights and weekends during the performance season

Salary and Benefits

The Jacksonville Symphony offers a competitive Salary. This position is eligible for full benefits including: vacation & sick time; thirteen paid holidays; medical, vision, and dental insurance; life insurance, long term disability insurance, and participation in a 403(b) retirement plan including an employer match.

To Apply:

Submit a cover letter and resume to: HR@jaxsymphony.org. Applications without a cover letter will not be reviewed.

About the Jacksonville Symphony

The mission of the Jacksonville Symphony is to enrich the human spirit through symphonic music.

For 77 seasons, the Jacksonville Symphony has inspired audiences in Northeast Florida and beyond through exceptional live performances. Under the artistic leadership of Music Director Courtney Lewis, now in his twelfth season, the Symphony has reached new artistic heights through ambitious programming, compelling performances and a commitment to creating world-class orchestral experiences that are accessible to all. The Jacksonville Symphony is recognized as one of the region's premier cultural institutions, presenting outstanding classical, pops, jazz and special performances that engage, inspire and connect audiences.

Led by President and CEO Steven B. Libman, the Jacksonville Symphony serves more than 180,000 people each season through more than 95 performances at Jacoby Symphony Hall and venues throughout Florida. Founded in 1949, the Symphony has earned a distinguished national reputation for artistic excellence, innovative programming and meaningful community engagement.

The Jacksonville Symphony has performed alongside some of the most dynamic and esteemed artists of the music world, including Renée Fleming, Joshua Bell, Lang Lang, Jean-Yves Thibaudet, Conrad Tao, Alisa Weilerstein and Branford Marsalis. Demonstrating its commitment to shaping the future of orchestral music, the Symphony has also commissioned new works by leading composers such as Carlos Simon, Conrad Tao, Anna Clyne and Courtney Bryan.

Committed to inspiring the next generation of music lovers and musicians, the Symphony reaches more than 71,000 students annually across four Northeast Florida school districts through education and community programs. Its Jacksonville Symphony Youth Orchestras (JSYO) serve more than 250 young musicians through six ability-based ensembles, while free tickets for children under 18 to select Florida Blue Classical Series concerts help ensure that live orchestral music remains accessible to families throughout the region.

The Symphony's community impact extends beyond the concert hall through free Community Concerts and performances by Jacksonville Symphony ensembles in schools, libraries, senior communities and other venues across Northeast Florida.

The Jacksonville Symphony is a proud member of the League of American Orchestras, the Sphinx Organization's National Alliance for Audition Support and the Jacksonville Chamber of Commerce.

10/11/26